

MINUTES

ACCOMACK COUNTY AIRPORT COMMISSION

Accomack County Airport Commission  
Regular Meeting  
March 11, 2010

**Present:**

Michael Tolbert, Chairman  
Roy Custis, Vice-Chairman  
Carter Crabbe, Secretary-Treasurer  
Nancy D. Duncan  
Kenneth Tucker  
David Moon  
Lee Johnson  
Randall Powell

**Absent:**

William A. Sprague

**Also Present:**

Barbara Haxter, Airport Manager  
Lynn Sherwood, Airport Departmental Secretary  
Jeff Tarkington, Talbert & Bright, Inc.  
Charles Thacker, Talbert & Bright, Inc.  
John Tyson

The Regular Meeting of the Accomack County Airport Commission was called to Order by the Chairman, Mr. Tolbert, at 7:00 PM. This meeting was held in the conference room of the Accomack County Airport Terminal, Melfa, Virginia.

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The first item of business was the review of the proposed Minutes of the February 11, 2010 regular Meeting of the Airport Commission. Mr. Custis moved to approve the minutes; Mr. Tucker seconded the motion; the motion carried by majority with Ms. Duncan abstaining as she did not attend the meeting.

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The next Item of business was the Financial Report.

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Mr. Tolbert presented the March 2010 Schedule of Bills Payable. Mr. Tucker moved to approve the Bills as distributed; Mr. Moon seconded the motion; the motion carried unanimously.

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The next item of business was the Chairman's report.

Mr. Tolbert had no report to present.

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The Chairman called for a report from Talbert & Bright, Inc. (TBI)

Mr. Thacker said a final inspection of the perimeter security fence project was recently conducted with the Virginia Department of Aviation (DOAV) and Hurricane Fence. Several punch list items were identified and Mr. Thacker said that Hurricane Fence will address these issues once the ground dries. Mr. Thacker said Hurricane Fence has issued a one-year warranty letter which Ms. Haxter said she has received.

Mr. Tarkington said he and Ms. Haxter have discussed options regarding the Airport's obstruction and localizer issues. Mr. Tarkington circulated a revised Capital Improvement Plan (CIP) which proposes utilizing FAA and DOAV funding for the cultural resources and environmental assessment that will be required as well as the tree removal. A discussion ensued.

Ms. Duncan moved to pursue FAA and DOAV funding for the obstruction removal; Mr. Johnson seconded the motion; the motion carried unanimously.

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The next item of business was the Airport Manager's report.

Ms. Haxter thanked Mr. Custis for donating a handheld radio for the Unicom.

Ms. Haxter said the wildlife management program was successful and that 16 deer had been removed from the airfield and donated to the Food Bank with the help of the Hunters for the Hungry program. Ms. Haxter also acknowledged the local law enforcement officers who gave their time to assist the Airport with this program.

Ms. Haxter said she had the opportunity to meet with the Airport's new FAA representative, Mindy Lee. Ms. Haxter said Ms. Lee informed her that the Airport could lose up to \$115,000 in FAA funding if it were not used this fiscal year. Ms. Haxter explained that the non-primary entitlement monies allocated by the FAA each year can only be rolled forward for four years. Ms. Haxter said these funds would be used to address the obstruction and localizer issues discussed earlier.

Ms. Haxter said she spoke with Avfuel who have agreed to reduce the rental of the Jet-A refueler truck by \$100 per month. A brief discussion ensued.

Ms. Haxter said the proposed budget before the Board of Supervisors will eliminate 21 County positions including the Departmental Secretary at the Airport. A brief discussion ensued.

Ms. Haxter said there were 288 aircraft operations in the month of February; 286 during business hours and 2 after hours with 953.9 gallons of 100LL sold for a profit of \$577.79, and 648.8 gallons of Jet-A sold for a profit of \$973.20. Ms. Haxter said that bad weather conditions have been a factor.

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The next item of business was the Closed Session:

Mr. Tucker moved to go into Closed Session pursuant to Section 2.2-3711.A-1. of the Code of Virginia for the discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; Mr. Moon seconded the motion; the motion carried unanimously. The purpose of the meeting was to discuss the Departmental Secretary position cut.

Closed Session convened at 7:40 p.m.

At the conclusion of the Closed Session the door was opened.

Chairman Tolbert declared the meeting open to the public at 8:25 p.m.

Certification of Closed Session:

A roll call vote was taken pursuant to Section 2.2-3712-D of the Code of Virginia immediately after reconvening in Open Meeting, at which time each member certified by his vote that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body:

Ms. Duncan	Aye
Mr. Custis	Aye
Mr. Crabbe	Aye
Mr. Powell	Aye
Mr. Tucker	Aye

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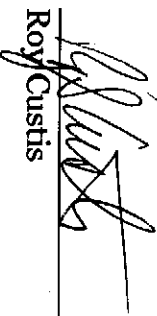
Mr. Moon	Aye
Mr. Johnson	Aye
Mr. Tolbert	Aye
Mr. Sprague	Absent

There being no further business for discussion, Ms. Duncan moved to adjourn the meeting; Mr. Johnson seconded the motion; the motion carried unanimously. The meeting adjourned at 8:30 p.m.



Michael Tolbert

Chairman



Roy Custis

Vice-Chairman